

FDLRS PDA/ESE Online Courses

Participant Instructions

About FDLRS PDA-ESE courses

PDA-ESE courses consist of on-line readings, learning activities to utilize that knowledge, and assessment tasks such as online quizzes or written assignments. Written assignments are completed outside the course using Microsoft Word, then sent to the Facilitator through the PDA-ESE web site. They are graded, and you will receive feedback through the website.

Getting started

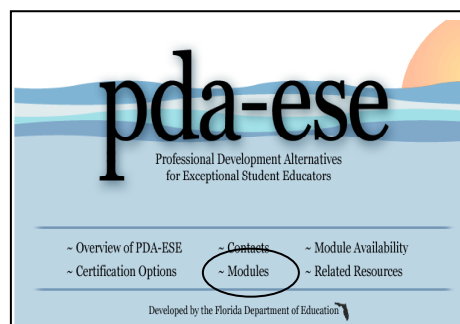
Make a PDA-ESE folder on your desktop (Electronic Portfolio)

- Keep your assignments here as they are completed.
- **For Windows** computers, right click on the desktop, choose “New,” then “Folder.” Name the folder and save it to your desktop.
- **For Macs**, go to the File Menu and choose “New Folder” or Control click.
- **Some courses need Power Point Viewer and/or Acrobat Reader.** These are free and there is usually a link in the course where you may download them. If not, ask the tech support person.

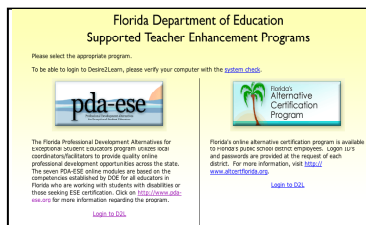


Go to the PDA-ESE website and the D2L login

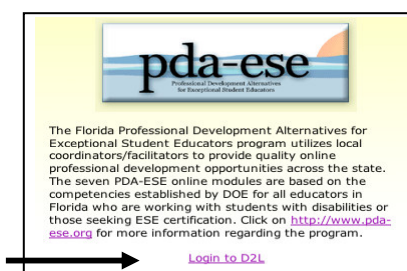
- Open Internet Explorer, or the browser you use.
- If you need assistance with your home computer, contact the PDA/ESE tech contact for your county **through their school email**, not the PDA/ESE site email.
- Type <http://www.pda-e-se.org/> into the address section at the top. Press “Return” or “Enter.” You will go to the PDA/ESE opening page.
- Click “Modules.”



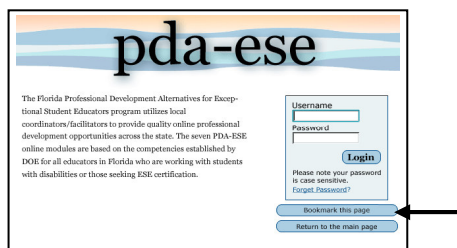
- On the next screen, click “Login to Modules – Credit.”
- This will take you to the Supported Teacher Enhancement Programs page.



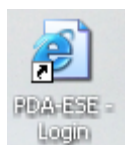
- If this is your first time to log in at home, you may click “System Check” near the top right to be sure you have everything you need.
- If there is a problem, contact your local PDA/ESE tech support person, or the state FCIM (Florida Center for Interactive media) staff at support@fcim.org.
- Click “Login to D2L” at the **bottom left**. The framework or host for the PDA-ESE courses is the D2L system. (Desire 2 Learn)



- You will go to the Login page.



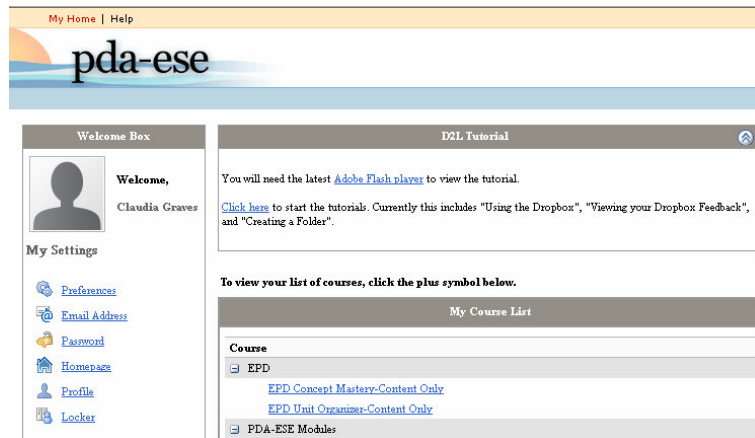
- **Add the page to your Favorites or Bookmark it** so you can easily reach it in the future.
- To create a **shortcut** on your desktop, drag the small symbol in front of the internet address onto your desktop.



- Enter your user name and password, then click “Login.”
- **Your password will be newaccount at first.** Passwords are case sensitive.

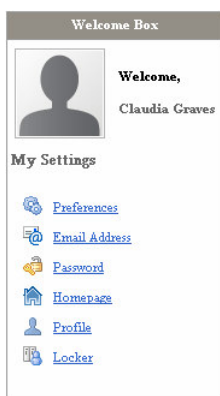
Change your password

- If this is your first time logging in, the system will ask you to change your password. Write the new password down.
- After changing your password, you will be on “My Home.”



Check your information for accuracy Welcome Box Items

- Review the information on the page.



Preferences Link

- Click “Preferences.”

Email tab

Email Options Section

- Check the email address carefully and make corrections if needed.
- Add an address if nothing is there.
- You may add an automatic Email message signature.

Forwarding Options – scroll to the bottom

- Select the box “Forward incoming messages.....”
- **Check the email address carefully** or enter one if none is present.
The two email addresses on this page must be identical.

- Look at the three options beneath the email address and select the one you want. The last one is usually best.

Forwarding Options

☒ Forward incoming messages to an alternate email account

Email Address

☐ forward and delete from the 'Inbox' folder ?

☐ forward and mark unread in the 'Inbox' folder ?

☒ forward and mark read in the 'Inbox' folder ?

- **“Save”** (Bottom right)
- **“Home.”** (Bottom left)

Email Address

- If your email address changes, change it here. Don’t change it during a course if you don’t have to because it can cause problems. If you must change, let the coordinator and facilitator know also. Change the two email addresses in the “My Preferences” area too.

Password

- You may change your password at any time.
- Click **“My Home”** to return.

Profile

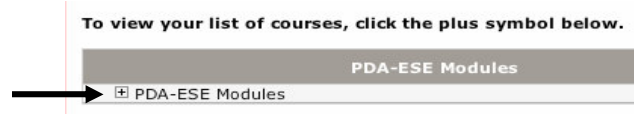
- Entering your school/office and a home or cell phone number will help the facilitator reach you in case there is an error in the email system. Please include your position also.
- **“Save”**
- **“My Home.”**

Open your course

The host for the PDA-ESE courses is the D2L system. You initially logged into the D2L system and it is open and running in its own window. Individual courses will be

opened in a separate window. Therefore you will have more than one window open if you are working on course materials.

- Look for a horizontal darkened area labeled “My Course List” then an area beneath it called “PDA-ESE Modules.” This area will probably show your course name(s).
- If you can’t see your course name(s), click the plus to the left of “PDA-ESE Modules.”



- Click your course name. You will go to the **Course Home Page**.

Course Home Page – ready to study your content

- **Course Home** is the home page for the course you are taking. The course name will be at the top.



- The top button bar now has several more links. Hold your mouse over any link to see what it does.

Overview of links on the Course Home page Required:

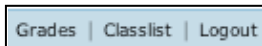
- **My Home**: This takes you out of the specific course, and back to My Home – your home page for the site in general.
- **Course Home**: This is where you are now.

- **Dropbox:** Send assignments to the facilitator through the Dropbox. Specific instructions will follow.

Optional:

- **Discussions:** For online discussions, see the Help menu.
- **Locker:** The Locker is a space in the system where you may store in-progress work until you are ready to send it to your facilitator. Instructions are at the end.
- **Email:** This is an alternate way of reaching the email system, but is more complex to use. Sending email through the Class list is easy and will be covered later.
- **Help:** Help for using the web site, not content help.

Links on the top right



- **Grades:** See your grades and the instructor's comments.
- **Classlist:** There are several tabs. Click "Students" to see the names of others taking your module or "Course Staff" to see the coordinator and facilitator. Using the Classlist is an easy way to email your facilitator or another participant. Instructions follow.
- **Logout:** Please log out when you leave the site.

Required Surveys – at the bottom of Course Home Page

Participant Demographic Survey

- The Survey must be completed when you start the course.

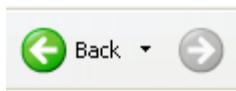
Participant Satisfaction Survey

- This survey must be completed when you finish the course in order to receive credit. **There may also be a required district assessment. You must do both to receive points.**

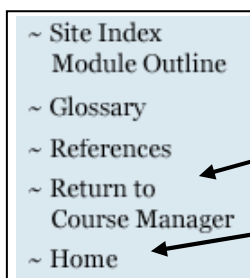
View course content

- From Course Home click "**View Course Content**" near the top.
- The illustration below is for the Language Development & Communication course. Other courses will be similar.





- Click **“Program Overview”** to read more about the module, then scroll down to see further information on navigating within the course. (That information is also covered here.)
- To navigate within the course window, you can use the Back or Forward buttons that are part of the browser, or any links on the pages.
- However, Back and Forward buttons won’t take you to a different window. You need links on the pages to do that. So be aware that the course work is in a separate window from the D2L host system.
- There are other ways of reaching different windows depending on the operating system and browser you are using. (Tabs etc.)



Navigation Links

- **On the Overview page**, the first three links on the left are optional. Wave the mouse over them to see what they do.
- **Return to Course Manager** goes to “Course Home.” “Course Manager” and “Course Home” are the same.
- **Home** takes you back to the Module Outline although it isn’t called that.
- At the bottom of that page is a **“Return to Course Manager”** link also. (To Course Home.)

There are several “Homes”

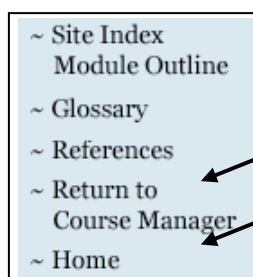
1. “My Home” is your home page for the site in general.”
2. “Course Home” is the Home page for the specific module you are working on.
3. “Return to Course Manager” takes you to the “Course Home.”
4. “Home” links within the module take you to the Outline page.

Return to the overview page

- Click “**Home**” to return to the Outline page.
- If you clicked “Return to Course Manager” by mistake, you will need to click “View Course Content” to get back to the Outline.

Introduction and first assessment task

- On the Module outline page, click “**Introduction.**” You remain in the course window so the browser’s Back and Forward buttons will work.
- **The first assignment, Electronic Portfolio Task #1, is at the bottom of the Introduction page.** Scroll to see it.

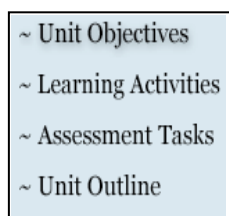


Links on the Introduction page – same as before

- **Optional links:** Site Index Module Outline, Glossary and References
- **Return to Course Manager** goes to Course Home.
- **Home** takes you back to the Module Outline Page.
- Click “**Home.**”

Electronic Portfolio Record - Optional

- This is a checklist of assessment tasks that you may use to help keep track of what you have completed. A similar guide is often part of the syllabus, or you can just take notes on the syllabus.
- Click “**Home**” on the left to return to the Module Outline.

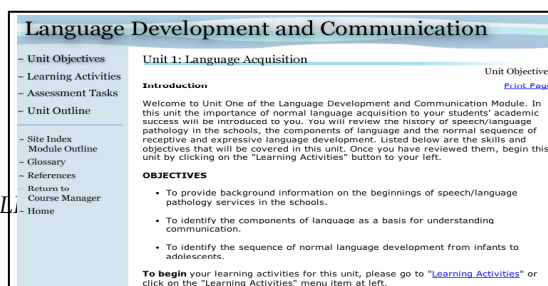


Open a unit

- For each unit there are links on the left to:
 - Unit Objectives
 - Learning Activities – the module content to read
 - Assessment Tasks – assignments

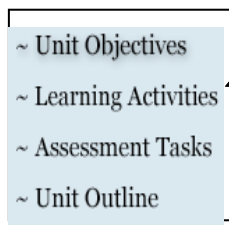
Read the Objectives

- When you open a unit, you will first go to the “Unit Objectives.” The illustration below is for the Language Development and Communications Module. Other modules will be similar.



Go to the Assessment Tasks first to direct your reading

- **Print the Assessment Tasks** to use as a guide as you read the assignments. Directed reading saves time. You can take notes on the page as you read.
- **Read the scoring guidelines** for each task to further direct your reading and note taking as you read.



The module content - Learning Activities

- Click "Learning Activities" on the side menu of the "Home" overview page.
- You will go to the Learning Activities overview page.
- Activities should be completed according to the sequence listed on the page and that will happen automatically as you read through the content.

Language Development and Communication

~ Unit Objectives
~ Learning Activities
~ Assessment Tasks
~ Unit Outline

Unit 1: Language Acquisition [Learning Activities](#) [Print Page](#)

Please follow the sequence below:

- 1. History of Speech/Language Pathology in the Schools**
 - [Overview](#)
 - [From Then to Now...](#)
 - [The Role of the Speech/Language Pathologist \(SLP\)](#)
- 2. Components of Language**
 - [Overview](#)
 - ["Decomposing" the Components of Language](#)
 - [Components of Language Chart](#)
 - [Identify the Components of Language](#)
- 3. Normal Language Development**
 - [Overview](#)
 - [The Acquisition of Communication Skills](#)
 - [Prerequisites for Sequential Development of Language and Speech Skills](#)
 - [Language Development Charts](#)
 - [Hearing Loss](#)
 - [Fluctuating Hearing Loss](#)
 - [Characteristics of Children with Possible Hearing Loss](#)
 - [Receptive and Expressive Language](#)
 - [Home/School Language](#)
- 4. Language and Literacy**
 - [Overview](#)
 - [Sunshine State Standards](#)

Working on a specific learning activity

- Click to open a learning activity. There is written content as well as links to other information. Some readings are required and some are optional.
- Click "Next" or "Back" at the bottom to proceed to further content.
- Sometimes you will do a **check yourself quiz** as a learning activity. **Quizzes are not submitted to the facilitator for grading. See separate section for more quiz information.**

~ Unit Objectives
~ Learning Activities
~ Assessment Tasks
~ Unit Outline



- If you need **Adobe Acrobat** or **PowerPoint Reader** at any time, they are free downloads and you will be given information on obtaining them.
- When you reach the end, you will see an Assessment Tasks link, or click “Assessment Tasks” on the left if you need to return to that area. If you already printed out the tasks, you need not return there.
- If you look at the Learning Activities overview page again (Learning Activities link on the left), **titles of things you read be a different color**. You can easily see what you read and where to start next time.

Assessment Tasks

- Assessment tasks are usually written essay type questions.
- **To complete the assessment tasks, leave the PDA-ESE web site and work directly on your computer.**

Write the assignments using your word processing program



- Use a program on your computer such as Microsoft Word or AppleWorks. MS Word is preferred.
- You will be saving these written assignments in the PDA-ESE folder you created on the computer desktop.
- **If you are using Word 2007, you must save down to an older version before sending it to the facilitator. (File menu, Save as...)**
- Check with your facilitator to be sure he or she can read documents using the program you plan to use. You may need to choose “Save as” and save the document in the RTF format. (Richtext)
- **Always type your full name and task number on each assignment before you submit it.** Facilitators often print the assignments to grade.
- Be sure to back up your work and save a copy. Things can be lost in the transmission and there are occasional errors in district recording of points. In addition, If you are unable to complete the course you will have the written assignments and can submit them again when the same course is offered again.



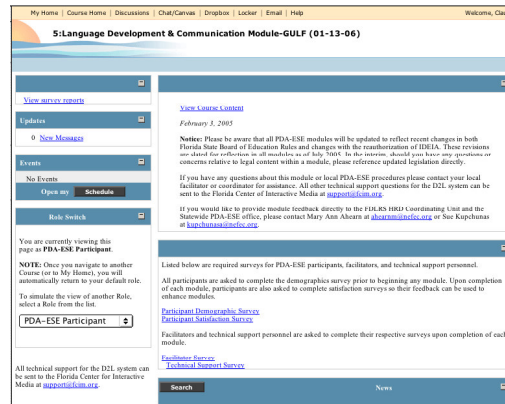
Send assignments to the Facilitator

- When assignments are complete, send them to the facilitator using the Dropbox which is accessed from the Course Home page.
- Once submitted, you may not delete files from the Dropbox, so use these instructions when you have a real assignment to send.

Using the Dropbox

~ Return to
Course Manager

- Click “Return to Course Manager” on the left to return to the Course Home Page.





- Click “Dropbox” at the top.




- You will see a list of task folders.

Dropbox Folders

 Folder List

 History

Dropbox Folders

				20  per page
	Folder	Score	Submissions	Feedback
No Category				
Task 1			0	-
Task 2			0	-
Task 3			0	-

Add a File

- Click on the task name. (Task 1, Task 2 etc.)
- Click the button “Add a File.”
- Click “Browse” to look for the file and select it. It should be in your PDA-ESE folder on the computer desktop.

Please select the file(s) to upload from your computer:

1.

- when you locate the file, click its name to select it, then click “Open.” This can vary with different computers.
- Once you select a file, some words will probably appear in the “File” space to the left of the Browse button.
- “Add” gives you another space to add a document if you are sending more than one assignment to the same folder. “
- You can click “Remove” next to “Browse” to remove either document before it’s sent. **Once sent, it can’t be retrieved.**
- Click “Upload.” This sends your assignment to the facilitator.

Upload

Add Comments












- You can add a comment to tell the facilitator it's a revision, or provide other information.
- Type in the comment space provided, then click "Upload" again.
- **Click "Folder List" to return and see how many files you uploaded for each task. Another way is to click the Dropbox link again.**
- Click "Course Home" to return.

Things to know about assignments

- **Remember you may not delete files from the Dropbox.** If you made a mistake, re-title and resubmit the file, then add a comment to let your facilitator know to ignore the first one.
- There is no need to wait for instructor feedback from one assessment task before going on to the next one.
- You may work as far ahead of schedule as you want, but the facilitator may not grade assignments ahead of schedule.

Get feedback from the Facilitator

- Go to the Dropbox again.
- In the "Feedback" column on the right, there is a "View" link to the feedback.

Folder List		
Folder	Submitted Files	Feedback
 Task 1 (10/10)	1	 View
 Task 2 (10/10)	1	 View
 Task 3 (10/10)	1	 View
 Task 4 (10/10)	1	 View
 Task 5 (10/10)	1	 View
 Task 7 not graded	2	-

- When you click "View" you will see the following screen which has written feedback from the facilitator.

My Home | Course Home | Discussions | Dropbox | Locker | Email | Help

3:Instructional Practices-Action.6/23/2008

Instructions

- Use this page to view the feedback that you have received for a Dropbox folder.
- To send an email to all the participants in a group, click the group's name. To send an email to a user, click the user's name.
- To open a file, click the file name.

View Feedback

[Folder List](#) [View Feedback](#)

[Go Back](#)

User Submissions

Folder: Task 1

Files	Submitted Files	Comments	Submission Date
	Leslie Parke1.doc (19.5 KB)		Jun 28, 2008 5:06 PM

Feedback

Score: 10 / 10

Feedback Date: Jun 28, 2008 5:09 PM

Dropbox Feedback: Leslie, Pass Satisfactory! Your description of the time that a teacher made an adaptation for you was very specific. It was clear that the experience has influenced how you differentiate instruction to meet student's needs.

Grades

- You can also see your score in the Grades section. This is accessed from the Course Home page - the right side of the screen on the horizontal blue bar.

[Quizzes](#) | [Grades](#) | [Classlist](#) | [Logout](#)

Grades		
Grades		
Print		
Grade Items		
Grade Item	Points	Comments
Demographic survey	0 / 10	
Task 1	10 / 10	Individual Comments: Leslie, Pass Satisfactory! Your description of the time that a teacher made an adaptation for you was very specific. It was clear that the experience has influenced how you differentiate instruction to meet student's needs.
Task 2	0 / 10	
Task 3	0 / 10	

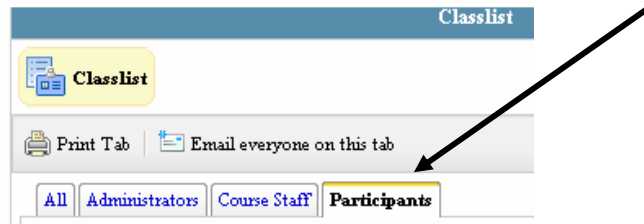
- Click **Course Home** to return.

Starting another unit

- From Course Home, select “View Course Content,” and select another unit.

Sending and reading email

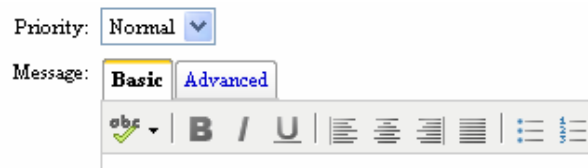
- Click “Classlist.”
- Click on whatever tab makes it easiest to find the person’s name. That will usually be “Course Staff” or “Participants.”



- Click to put a check mark beside the name of the person you want.
- Click the letter icon at the top or bottom.



- Type a subject, then add your message in the larger space.
- Under the “Basic” tab, there are options of Bold, Italic, Underline, Justification, Bullets and Numbering. Drag over the text to select it, then click an option.



- The “Advanced” tab has additional options.
- You may include an attachment by clicking “Browse” at the bottom, then locating what you want to attach. The name of the attachment appears at the bottom left.
- **Assignments are not sent as attachments to an email message. They are sent through the Dropbox only.**
- For additional attachments, click “Add” at the bottom left.

Send the message



- Click “Send” at the bottom right. Or you may “Cancel.”
- Click “Close” at the bottom left, or close the window manually.
- Notice that **the email recipient’s name remains checked until you deselect it.** Be careful sending your next email.

Read your email messages on the D2L site - Option



- An envelope will appear at the top right of the screen when you have a message. You can see the envelope from several screens such as My Home and Course Home.
- Click the blue message title to see the message.
- You may reply etc. just as in any other email system.

Read your email messages from your personal email account

- If you are having your mail forwarded to another email address, you can read it and reply there so you don't have to go to the D2L site to read your email.

When you finish the Course...

Complete the Satisfaction Survey

- The link to the survey is at the bottom of the **Course Home** page. You have not completed the course until you do this.

Complete any required district paperwork or you can't receive the points.

Quizzes

Taking a Quiz

- Click on the “Quizzes” link in the blue horizontal bar on the Course Home page or click on the link provided in the assessment task.
- Click on the quiz to be completed.
- Click on the green “Start Quiz.”
- Save each answer during the quiz. Saving answers retains the answer, in the event the quiz is interrupted or left unfinished, but even saved answers can be changed up until the quiz is submitted.
- There is no time limit.
- You can review the module while taking a quiz so it is an “open module” quiz.
- Click “Submit” when finished.
- **Quizzes are not submitted to the Dropbox!**
- The quiz is automatically and immediately scored by the D2L learning management system.

What is a passing score?

- 80% or better

How can I see a quiz score?

- After saving all answers and submitting a quiz, you should see the results in a few minutes. The system doesn’t show the right answer but does indicate which answers were correct or incorrect.
- You may also click on the Quizzes link on the blue bar on the right side of the Course Home page or the ? mark beside the name of the quiz.
- The percentage score will show in the Grades section.

May I retake the quiz if I don’t get 80% or better?

- You may take a quiz up to 3 times.
- You will need to ask the facilitator to reset the quiz in order to retake it.

The Locker - Optional

The Locker is like a Dropbox from you to you – not to the facilitator. It’s a place in the system to store in-progress work so you may reach it from any computer. This allows you to work on written assignments from multiple locations. The same word processing program must be on both computers you will be using.

Put a file in your Locker

- On Course Home, click “Locker” at the top.
- The Locker will be empty at first. When you add files to your Locker, this screen will show them.
- Click “Upload Files.”
- Use the “Browse” button to navigate to the file you want to send.
- When you locate the file, click its name to select it, then click “Choose” or “Open.”
- Enter a description of the file.
- Click “Add” to upload an additional file.
- Click “Upload.”
- You will see a confirmation screen showing that your file was successfully uploaded.

My Locker

My Locker - Claudia Graves

My Locker

Upload Files New File New Folder

Uploaded successfully (Jun 24, 2008 3:47 PM)

Search For: Search [Show Search Options](#)

File Name ▲	Size	Last Modified	Actions
Conspiracy.bmp	538.65 KB	Jun 24, 2008 3:47 PM	
Lang info(1).doc	49.5 KB	Oct 11, 2005 11:23 AM	
PDA_email_greet.doc	24.5 KB	Jan 23, 2006 4:22 PM	
PDA ESE Task One.cur	18.75 KB	Jan 24, 2006 5:01 PM	
To do.txt	198 Bytes	Jan 24, 2006 3:57 PM	

- You can see the file name(s) and other information.

Retrieve a file and continue work on it

- Click the blue file name **once**.
- You may open or save it. Save is usually best.
- The document will appear on your computer desktop. The document icon may initially look a little different than it usually does, but it will change once you open it.
- **This procedure varies between Mac and Windows computers.**

Put the document back in the Locker

- If you logged out, you will need to log in again, open your course, and go to the Course Home. From there, click the “Locker” button again.
- When you are already in the Locker, click “Upload New File” to add to the locker contents.
- Using the same method as before, click “Browse” and navigate to the file. Then click to select it, and click “Choose” or “Open.”
- Click “Upload.”

A rectangular button with a dark background and light-colored text that reads "Upload New File".A rectangular button with a dark background and light-colored text that reads "Upload".

Delete a document from the Locker

- Click the square beside the file name to select it.
- Click the trash can icon.

Edit

- Click the box beside the file name, then click “Edit.”
- This allows you to **edit the file name or description**, not the file itself.